



## BOARD MEETING MINUTES:

December 16th, 2021

### CALL TO ORDER – Board of Trustees

A Board of Trustees meeting, of the Peru Public Library, was held on Thursday, December 16th, 2021. The meeting was called to order at 6:30 PM and was presided over by President Alison Paul.

### ATTENDEES

MEMBERS PRESENT: *Regine Brindle, Ellen Harvey, Regina McDowell, Leslie Murphy, Deb Swihart, and President Alison Paul.*

MEMBER APOLOGIES: *Bryan Maggart*

DIRECTOR PRESENT: *Maryann Farnham and Assistant Director, Michelle Spangler, were present.*

GUESTS: *Brenda Weaver. Staff member Lisa Rummel was also present, to take the minutes.*

### PUBLIC COMMENTS

County Commissioner Brenda Weaver updated the board about her progress on getting funds for the library. She has not been successful yet but is still working on it. Paul mentioned that Spangler had received enough funds for the storywalk through grants and gifts. The cost of Library cards will remain \$75 each, so any reduction in funding would just reduce the number of cards subsidized. Weaver believes there will be funding available sometime, hopefully in 2022.

### APPROVAL OF PREVIOUS MINUTES

November Minutes

The secretary, Brindle, had corrected and approved the minutes. Murphy motioned to accept the minutes as written and Harvey seconded. Brindle called the roll for the vote: Brindle – aye, Harvey – aye, McDowell – aye, Murphy – aye, Paul – aye, and Swihart - aye. The motion passed with all ayes.

### FINANCIAL STATEMENTS

Swihart had looked over the financial statements and didn't find any problems. Everything was fine. Farnham mentioned that everyone should have received a new voucher list and that the final claims for December will be in January. The charge for the new cabinets is part of that. Swihart pointed out that an old claim was listed for a bill, but that everything else was good with the new information.

Murphy motioned to accept the financial statements, claims, and bank and deposit statements. Brindle seconded. The roll was as follows: Brindle – aye, Harvey – aye, McDowell – aye, Murphy – aye, Paul – aye, and Swihart – aye. The motion passed unanimously.

Farnham said that the library got the property tax distribution today so she had taken a quick look at it, and it looked like it was a \$16,000 increase from the previous year.

## **AGENDA**

### **DIRECTOR'S REPORT**

The SBOA Examination report was filed earlier this week. It looked good. Swihart confirmed this and how much work the audit was. Farnham said there probably won't be another one for 4 more years, She agreed with Paul that it would probably be easier next time, since documents are now uploaded monthly.

The Evergreen Indiana upgrade went well in spite of a few quirks.

Farnham shared how a police cold case was solved because of a library patron research request.

Farnham still hasn't reached Chilcutt. She will do that in January.

Farnham next told the board about some water damage in one of the offices in the basement. She called Atlas to check on it. The downspout is pooling water there so the water has to be removed. The corner with the damage will be stripped on the inside and concrete replaced, etc. She is waiting on the estimate.

Leaking into the foundation also comes from large gaps in the exterior steps on the west side of the building. The steps used to lead to the Puterbaugh museum addition. Atlas suggested the name of a concrete contractor. The Board asked about simply removing the steps. Farnham assumed that would be more expensive but will ask about it and other options.

### **OLD (UNFINISHED) BUSINESS**

There was no old business on the agenda.

### **NEW BUSINESS**

Farnham explained that in order to use PNC's direct deposit, the bank needs either her Social Security Number, Swihart's or Paul's. Farnham is not comfortable with doing it under their SSN. She would not be signing checks but could. If the board gives her signing abilities, the library can do direct deposits for the staff's paychecks, if not, paper checks will continue. Paul also isn't comfortable with her number on the account. Swihart commented that her number is listed on another organization's account, but not one that has employees. There will be a cost to this, but not a significant one. Swihart said she had no issues with Farnham being added as a signer. The motion is to add the library director as a signer on PNC Bank account to do ACH deposits. Murphy seconded. McDowell had a question on if this situation was addressed in the by-laws at all. Farnham didn't think so and said she was already on the Beacon account. Swihart checked and didn't see anything in the by-laws. Paul commented that it was simply tradition to have the treasurer and president as signers. Farnham mentioned that she didn't think the state said anything about who could be a signer. The by-laws may need to be update, however. The roll for the motion, as stated above, was as follows: Brindle – aye, Harvey – aye, McDowell – aye, Murphy – aye, Paul – aye, and Swihart – aye. The motion passed unanimously.

The transfer of funds from Operating to Unemployment, for the amount of \$650, happens every year and is in the budget. Swihart motioned to for this transfer to happen and Harvey seconded. The roll was called: Brindle – aye, Harvey – aye, McDowell – aye, Murphy – aye, Paul – aye, and Swihart – aye. The motion passed unanimously

The transfer of funds from Operating to LIRF is the same, as it is also in our budget. This year, the amount is \$4,000. Swihart motioned for this transfer to occur, and Murphy seconded. The roll was called: Brindle – aye, Harvey – aye, McDowell – aye, Murphy – aye, Paul – aye, and Swihart – aye. The motion passed with all ayes.

- 2021 Capital Assets information to be submitted in March 2022.

Swihart explained that there is a new requirement from the state board of accounts, requiring a Capital Assets policy. All municipalities are required to comply. Our version needs revised. Swihart asked if anyone wanted to serve on a committee with her. She explained what and how to update the Capital Assets report. It was decided that Farnham and Swihart will work on the report together, present it to the board in January. At that time, if the board thought it was necessary to do more, a committee could be formed.

**There being no further business on the agenda, the meeting was adjourned by President Paul at 7:12 PM.**

**MINUTES PREPARED BY: Lisa Rummel, Peru Public Library staff member**

**SECRETARY APPROVAL:**

*(Signature & Date)*

**Peru Public Library**

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